

REVISED
Cuyahoga County Board of Control
February 29, 2016 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I. CALL TO ORDER

II. REVIEW MINUTES – 2/22/16

III. PUBLIC COMMENT

IV. CONTRACTS AND AWARDS

A. Tabled Items

BC2016-114	Department of Health and Human Services/ Cuyahoga Job and Family Services	<p>Recommending an award on RQ36440 and enter into a contract with Northwoods Consulting Partners, Inc. in the amount not-to-exceed \$37,485.42 for software licensing, maintenance and support on the Office of Child Support Services' Electronic Document Management System for the period 1/1/2016 - 12/31/2016.</p> <p>Funding Source: 100% Public Assistance Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
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B. New Items for review

Item	Requestor	Description	Board Action
BC2016-147	Department of Development	<p>Recommending awards to various municipalities in the total amount of \$159,052.00 for exterior improvements for various Storefront Renovation Rebate Program projects in connection with the FY2016 Storefront Renovation Grant Program for the period 4/1/2016 - 12/31/2016.</p> <p>a) City of Berea in the amount not-to-exceed \$9,052.00 for the Destination Berea: Creating Downtown Spaces Project located at 1 Berea Commons, 10 Seminary Street and 130 Front Street.</p> <p>b) City of Fairview in the amount not-to-exceed \$50,000.00 for the 2016 Commercial Property Reinvestment Program located at 21405, 21531 and 21545-47 Lorain Road.</p> <p>c) City of Shaker Heights in the amount not-to-exceed</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>\$50,000.00 for the Lee Road Storefront Renovation Program located at 3581, 3601, 3605, 3649, 3625 and 3677 Lee Road.</p> <p>d) City of South Euclid in the amount not-to-exceed \$50,000.00 for the Cedar-Green Storefront Renovation Project located at 14421 - 14439 Cedar Road.</p> <p>Funding Source: 100% Federal Community Development Block Grant Fund</p>	
BC2016-148	Office of Procurement and Diversity	<p>Recommending an award:</p> <p><u>Department of Public Works</u> On RQ36064 to Graybar Electric Company, Inc. (17-1) in the amount not-to-exceed \$32,946.71 for the purchase of one (1) Automatic Static Transfer Switch.</p> <p>Funding Source: 100% Internal Service Fund - Space Maintenance</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-149	Office of Procurement and Diversity	<p>Recommending an award:</p> <p><u>Department of Public Safety and Justice Services</u> On RQ35973 to N-Vision Optics, LLC (12-4) in the amount of \$72,228.00 for the purchase of twenty-six (26) Night Vision Monocular (N-Vision Optics GT-14) including head/helmet mount, case and miscellaneous accessories.</p> <p>Funding Source: 100% FY2014 Urban Area Security Initiative Grant Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-150	Common Pleas Court Corrections Planning Board	<p>Recommending an award on RQ35710 and enter into a contract with Case Western Reserve University in the amount not-to-exceed \$195,000.00 for evaluator services for implementation of the Cuyahoga County Veterans Treatment Court Project for the period 9/30/2015 - 9/29/2018.</p> <p>Funding Source: 100% Substance Abuse and Mental Health Services Administration Grant Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-151	Medical Examiner	<p>Recommending an award on RQ35984 and enter into a contract with Advantra Group, Inc. in the amount not-to-exceed \$239,175.00 for biomedical waste removal services for various County Departments for the period 1/1/2016 - 12/31/2018.</p> <p>Funding Sources: 69% Medical Examiner's General Fund;</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		16% Common Pleas/Adult Probation General Fund; 4% Juvenile Court General; 10.5% Sheriff's Office General Fund; 0.5% Public Works/Animal Shelter Fund	
BC2016-152	Department of Health and Human Services/ Office of Re-entry	Submitting an amendment to Contract No. CE1300249 with YMCA of Greater Cleveland for transitional housing and case management services for Male Ex-Offenders for the Open Door Housing Program for the period 3/1/2013 - 2/29/2016 to extend the time period to 12/31/2016, to change the scope of services, effective 1/11/2016 and for additional funds in the amount not-to-exceed \$250,000.00. Funding Source: 100% Health and Human Services Levy Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2016-153	Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood	Submitting an amendment to Contract No. CE1500264 with Starting Point for administration and implementation of various supportive services of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2015 - 7/31/2018 for additional funds in the amount of \$41,857.00. Funding Source: 100% Health and Human Services Levy Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2016-154	Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood	Submitting amendments to contracts with various providers for Universal Pre-Kindergarten services for the period 8/1/2015 - 7/31/2018: a) Contract No. CE1500217 with The Cleveland Music School Settlement for additional funds in the amount of \$25,000.00. b) Contract No. CE1500206 with Sandy's Darlin' Munchkins Family Child Care Home and Universal Pre-Kindergarten for additional funds in the amount of \$6,285.00. Funding Source: 100% Health and Human Services Levy Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2016-155	Department of Health and Human Services/ Community Initiatives Division/ Office of Early Childhood	Requesting approval to submit a Memorandum of Understanding to The Early Childhood Resource Center to accept funds in the amount of \$39,044.00 for the Supporting Partnerships to Assure Ready Kids Program for the period 1/1/2016 - 6/30/2016. Funding Source: State of Ohio Funds through The Early Childhood Resource Center	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

BC2016-156	Department of Health and Human Services/ Division of Senior and Adult Services	<p>Recommending an award on RQ36042 and enter into an agreement with City of Strongsville in the amount not-to-exceed \$100,000.00 for Adult Development, Congregate Meals and Transportation services for the Cuyahoga County Community Social Services Program for the period 1/1/2016 - 12/31/2016.</p> <p>Funding Source: 100% Health and Human Services Levy Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-157	Department of Health and Human Services/ Division of Senior and Adult Services	<p>Recommending an award on RQ35030 and enter into a contract with Upp Technology, Inc. in the amount not-to-exceed \$75,000.00 for medical billing/coding consultant services for the period 2/15/2016 - 2/14/2017.</p> <p>Funding Source: 100% Health and Human Services Levy Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

C. Exemption Requests

Item	Requestor	Description	Board Action
BC2016-158	Department of Information Technology	<p>Submitting an RFP exemption on RQ36675, which will result in an award recommendation to Advanced Server Management Group in the amount of \$48,078.37 for Data Center Project planning and management, and cabling for relocation of the BlueBridge Network.</p> <p>Funding Source: General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).</p> <p>ASMGI required to perform Data Center Project planning & management, design, documentation, review and development including cabling for the BlueBridge Network relocation from the 4th floor to the 5th floor (Cleveland) and connectivity to the County.</p> <p>If contract or contract amendment term has begun please respond to questions 1b. and 1c below: 1b. Why is the contract amendment being submitted late? N/A 1c. What is being done to prevent this from reoccurring? N/A</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)</p> <p>\$48,078.37</p> <p>3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.</p> <p>CC768713 – Capital Fund, Relocation</p> <p>4. Was the specific project funding included in OBM-approved budget for the current year?</p> <p>Yes – this item was included in the 2015 Data Center Move Project budget.</p> <p>5. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>ASMGI is familiar with the County Data Center and has assisted on other projects such as the relocation to the SOCC (Columbus) and multiple County Security assessments.</p> <p>Due to the amount of work performed with an immovable deadline (vacate the 4th floor in the Sterling Building) and administrative process delays, ASMG I services were required to meet that deadline. These services were already completed. This was a unique challenge for the County which is not anticipated to reoccur.</p> <p>6. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>None, since ASMG I has in-depth prior experience with the County’s systems.</p> <p>7. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>Excellent prior service, dedication and knowledge of the current systems and works well with the DoIT staff.</p> <p>8. Provide an explanation of unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive bid.</p>	
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		<p>A delay would prevent and impact the migration from the 4th floor to the 5th floor which would result in requiring the Sterling Building lease to be extended at \$100,000.00 per month.</p> <p>9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>This is a unique situation which will not reoccur. The Data Center move project in conjunction with time sensitive urgency of the expiration of the Sterling Building Lease is a one-time event.</p>	
BC2016-159	Department of Health and Human Services	<p>Submitting an RFP exemption on RQ36666, which will result in an award recommendation to The Cleveland Hearing and Speech Center in the amount not-to-exceed \$208,000.00 for support of the Audiology Patient Assistance Program for the period 4/1/2016 - 12/31/2017.</p> <p>Funding Source: 100% Health and Human Services Levy Fund</p> <p>1. Description of Supplies or Services</p> <p>The Audiology Patient Assistance Program is administered by the Department of Audiology at Cleveland Hearing & Speech Center. This program provides hearing aids, assistive living devices and hearing aid repairs to low-income, qualified individuals at a reduced cost. The program provides services on a sliding fee scale. Typical charges range from \$28 to \$280. Charges are for professional services that may include audiologic testing services. Hearing aids and assistive listening devices are at no charge to the patient. County support of the program pays for a portion of the professional services and the purchase of the hearing aid, assistive living device or repairs not covered through warranty.</p> <p>The Department of Health and Human Services plans to contract with Cleveland Hearing & Speech Center in support of the Audiology Patient Assistance Program for the period April 1, 2016 - December 31, 2017 in the amount not-to-exceed \$208,000.</p> <p>The funds are in the 2016-17 HHS base budget.</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>Cleveland Hearing & Speech Center is a registered contractor with the Inspector General #12-0881.</p> <p>2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.) \$208,000 total</p> <p>The contract will be for the time period April 1, 2016 - December 31, 2017</p> <p>3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.</p> <p>100% Health & Human Services Levy Funds.</p> <p>4. Was project funding included in OBM-approved budget for the current year? Yes, \$104,000/ per year for two years for a total of \$208,000.</p> <p>5. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>Cuyahoga County Council Resolution No. R2014-0108 supported the Audiology Patient Assistance Program in 2015. It was approved to continue support in the HHS base budget for 2016-17.</p> <p>6. What other available options and/or vendors were evaluated? If none, include the reasons why. None</p> <p>Cleveland Hearing & Speech Center is the oldest self-standing speech center in the United States and remains Northeast Ohio's only non-profit agency dedicated to helping individuals to communicate with others and live more independently. County Council supported the Audiology Patient Assistance Program under Resolution No. R2014-0108 in 2015. The continued support was added to the HHS base budget for 2016-17.</p> <p>7. What ultimately led you to this product or service? Why was the recommended vendor selected?</p>	
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		<p>Continued support of the Audiology Patient Assistance Program at the Cleveland Hearing & Speech Center.</p> <p>8. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.</p> <p>Applications for the program are processed and patients are accepted on a first come first serve basis. There are, at times, waiting periods depending on status of funding.</p> <p>9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services. None. Providing support of an existing Audiology Patient Assistance Program at Cleveland Hearing & Speech Center.</p>	
BC2016-160	Department of Health and Human Services/ Division of Children and Family Services	<p>Recommending an alternate procurement process on RQ34146 for Cuyahoga Tapestry System of Care services to reduce the value of the Request for Proposals from \$9,750,000.00 to \$5,700,000.00, to change the minimum score for proposal evaluations from 86.25 to 75 and to accept the following vendors whose evaluation scores were less than the minimum required, as service providers for the period 3/1/2016 - 12/31/2018:</p> <ul style="list-style-type: none"> a) Bellefaire Jewish Children's Bureau b) OhioGuidestone c) Presley Ridge <p>Funding Source: 29% Title IV-E Administration and Training; 71% Health and Human Services Levy Funds</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).</p> <p>The Division of Children and Family Services is seeking approval for an Alternative Procurement Process for Cuyahoga Tapestry System of Care Services' RFP #34146 to reduce the total amount from \$9,750,000.00 to \$5,700,000.00; correct an error in the standard set for the minimum score for proposal evaluations; and to accept three vendors for its master contract that are below the corrected minimum score standard. This RFP will result in a master contract in an amount not to exceed \$5,700,000.00. The time period is from March 1, 2016 to December 31, 2018.</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>The Alternative Procurements requested are as described below:</p> <ol style="list-style-type: none"> 1. Reduce the dollar value of RFP #34146 for Cuyahoga Tapestry System of Care Services from \$9,750,000.00 to \$5,700,000.00. The \$5,700,000.00 will be distributed at \$1,900,000.00 each year of its three-year term. 2. DCFS issued an RFP for Cuyahoga Tapestry System of Care on September 30, 2015; held a pre-proposal conference on October 9, 2015; and the bid closed on October 22, 2015. The RFP had an error listed with regard to the standard set for the minimum evaluation score. The minimum score was inadvertently stated as 86.25, when it should have been listed as 75. This number is determined by total of the proposal's points less the Pricing section's points times 75%, which is the department's standard for a proposal to be considered technically responsive. This RFP was for a total of 115 points, but without including the Pricing section's 15 points would equal 100; 100 points times 75% equals 75 points. Therefore, 75 points is the correct minimum evaluation score for Cuyahoga Tapestry System of Care proposals to be considered technically responsive to RFP #34146. 3. The alternative procurement method is being requested since Bellefaire Jewish Children's Bureau submitted a proposal in response the formal RFP that was considered technically non-responsive due to its evaluation score. The score needed to be at least 75 to be technically responsive. The vendor scored 67.33. Bellefaire Jewish Children's Bureau was selected to help address a current service void for this population. They will administer High Fidelity Wraparound Care Coordination, Family Advocacy and Flexible Wraparound Support. 4. The alternative procurement method is being requested since OhioGuidestone submitted a proposal in response to the formal RFP that was considered technically non-responsive. The score needed to be at least 75 to be technically responsive. The vendor scored 68.67. OhioGuidestone was selected to help address a current service void for this population. They will administer High Fidelity Wraparound Care Coordination, Family Advocacy and Flexible Wraparound Support. 5. The alternative procurement method is being requested since Pressley Ridge submitted a proposal in the formal RFP 	
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		<p>that was considered technically non-responsive. The score needed to be at least 75 to be technically responsive. The vendor scored 68.17. Pressley Ridge was selected to help address a current service void for this population. They will administer High Fidelity Wraparound Care Coordination, Family Advocacy and Flexible Wraparound Support.</p> <p>If contract or contract amendment term has begun please respond to questions 1b. and 1c below:</p> <p>1b. Why is the contract amendment being submitted late? There was a significant funding reduction for this project that prohibited approval of its initial funding amounts.</p> <p>1c. What is being done to prevent this from reoccurring? More interaction with the fiscal department during long processes to assure funding is available has not changed.</p> <p>2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)</p> <p>Three-year Total Contract Value: \$5,700,000.00</p> <p>\$1,750,000.00 annually is dedicated to High Fidelity Wraparound Care Coordination, Family Advocacy and Flexible Wraparound Support for three years.</p> <p>\$150,000.00 annually is dedicated to evaluation, fidelity monitoring, data collection and training for three years.</p> <p>3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.</p> <p>\$1,750,000.00 CF135004/0530/H09999 annually = 5,250,000.00 over 3 years 100% Health and Human Services Levy</p> <p>\$150,000.00 CF135004/0278/H00162 annually = \$450,000.00 over 3 years</p> <p>29% Title IV-E Admin. & Training; 71% Health and Human Services Levy</p> <p>4. Was the specific project funding included in OBM-approved budget for the current year?</p> <p>Yes.</p>	
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		<p>5. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>It would be advantageous to this agency to be permitted to use this procurement method for the needed correction/modifications to the RFP #34146 to allow continuation of the initial process. This would allow the project to start on time in lieu of an amendment that is already in motion to accommodate the March 1, 2016 start date.</p> <p>6. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>No other option would allow for a seamless continuation of the process without causing a stoppage in services.</p> <p>7. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>DCFS intends to strengthen the System of Care model in Cuyahoga County with a focus on quality programming and improved child/family outcomes with the delivery of High Fidelity Wraparound. Vendors recommended will address a current void for this population.</p> <p>8. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.</p> <p>The County would likely experience a break in services and create a hardship on the targeted population needing Tapestry System of Care Services.</p> <p>9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>The County anticipates completing a formal, competitive RFP process every three years for a Cuyahoga Tapestry System of Care Services' master contract.</p>	
BC2016-161	Department of Health and Human Services/	Submitting an RFP exemption on RQ36347, which will result in an award recommendation to Environments 4 Business, LLC in the amount of \$62,445.49 for the purchase of (35) big and tall and (215) standard staff chairs.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

	<p>Division of Children and Family Services</p>	<p>Funding Source: 71 % by the Health and Human Services Levy and 29% IV-E Administration</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).</p> <p>This purchase will include 35 big and tall staff chairs and 215 of the standard staff chairs</p> <p>If contract or contract amendment term has begun please respond to questions 1b. and 1c below:</p> <p>1b. Why is the contract amendment being submitted late?</p> <p>1c. What is being done to prevent this from reoccurring?</p> <p>2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)</p> <p>The estimated dollar amount is \$62,445.49 which includes the chairs, delivery and installation.</p> <p>3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.</p> <p>This is funded 71 % by the Health and Human Services Levy and 29% IV-E Administration.</p> <p>4. Was the specific project funding included in OBM-approved budget for the current year?</p> <p>Funding for this project was pre-encumbered from leftover 2015 funds.</p> <p>5. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>This purchase will be via State Contract (800290-10) with Environments 4 Business. They hold a valid State Contract which expires on 3-31-2017. This item is under Buy Speed Requisition # 36347.</p> <p>6. What other available options and/or vendors were evaluated? If none, include the reasons why.</p>	
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		<p>The Division of Children and Family Services was given quotes from Environments 4 Business and they hold a State Contract for the items.</p> <p>7. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The Division of Children and Family Services was given quotes from Environments 4 Business and they hold a State Contract for the items.</p> <p>8. Provide an explanation of unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive bid.</p> <p>This purchase will be made via State Contract therefore the agency used the company that holds the State Contract for this product.</p> <p>9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>This purchase will be made via State Contract therefore the agency used the company that holds the State Contract for this product.</p>	
BC2016-162	Department of Health and Human Services/ Division of Children and Family Services	<p>Submitting an RFP exemption, which will result in an amendment to Contract No. CE1500106 with Domestic Violence & Child Advocacy Center for the Enhanced Family Supervised Visit Program for the period 5/11/2015 - 12/31/2015, to extend the time period to 6/30/2016 and for additional funds in the amount of \$8,228.40.</p> <p>Funding Source: 100% Efficiency and Innovation State Grant Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).</p> <p>The Division of Children and Family Services (DCFS) is seeking approval to amend Contract No. CE-1500106-01 with the grant award recipient, Domestic Violence and Child Advocacy Center (DVCAC), to improve family visits and interaction by increasing the contract amount by \$8,228.40 and extending the time period of the contract to from January 1, 2016 to June 30, 2016. The original grant-funded</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

		<p>contract was for \$150,000.00 from May 1, 2015 to December 31, 2015.</p> <p>If contract or contract amendment term has begun please respond to questions 1b. and 1c below:</p> <p>1b. Why is the contract amendment being submitted late? Assignment was assigned on 12/11/15.</p> <p>1c. What is being done to prevent this from reoccurring? Better planning and quicker actions taken on needs assessments of current contractual services.</p> <p>2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)</p> <p>Original time period and amount: May 1, 2015 to December 31, 2015; \$150,000.00</p> <p>3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.</p> <p>CF134015 0278 H04000 Add \$8,228.40 January 1, 2016 to June 30, 2016 100% Efficiency and Innovation State Grant</p> <p>4. Was the specific project funding included in OBM-approved budget for the current year?</p> <p>Yes.</p> <p>5. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>The Domestic Violence and Child Advocacy Center (DVCAC) is currently the awardee for this grant-funded service. Since there were funds left over from the Skype portion of the grant, these funds can be used for the family visits by the current awardee.</p> <p>6. What other available options and/or vendors were evaluated? If none, include the reasons why.</p>	
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		<p>No other options or vendors were evaluated since the current vendor, DVCAC, had a clause in their grant that allowed for ways to fully exhaust the funds awarded.</p> <p>7. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The Domestic Violence and Child Advocacy Center (DVCAC) is currently the awardee for this grant-funded service. Since there were funds left over from the Skype portion of the grant, these funds can be used for the family visits by the current awardee.</p> <p>8. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.</p> <p>N/A – Award was grant-funded.</p> <p>9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>N/A – This is a grant-funded award. For consideration, the County would have to timely complete the grant application process when it becomes available.</p>	
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D. Consent Agenda

Item	Requestor	Description	Board Action
BC2016-163	Department of Public Works	<p>Recommending a payment in the amount of \$100,000.00 to Gateway Economic Development Corporation of Greater Cleveland for feasibility studies, consultant and professional fees in connection with future capital repairs for the Gateway Complex.</p> <p>Funding Source: General Fund with reimbursement from the Gateway Sin tax revenues</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2016-164	Department of Development	<p>Recommending a payment to Greater Cleveland Film Commission in the amount of \$210,000.00 for operational support for the period 1/1/2016 - 12/31/2016.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

BC2016-165	Department of Development	<p>Recommending a payment to Greater Cleveland Sports Commission in the amount of \$200,000.00 for operational support for the period 1/1/2016 - 12/31/2016.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-166	Department of Development	<p>Recommending a payment in the amount of \$120,000.00 to Downtown Cleveland Alliance for operational support for the period 1/1/2015 - 12/31/2016</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-167	Department of Information Technology	<p>Recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00.</p> <p>Funding Source: Revenue Generating</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-168	Department of Health and Human Services/ Division of Senior and Adult Services	<p>Recommending an award on RQ36185 and enter into a contract with the The Centers for Families and Children in the amount of \$625.00 for rental of space and related services for the Elder Justice Community Forum being held on 6/22/2016 in connection with Elder Abuse Awareness Month.</p> <p>Funding Source: 100% Health and Human Services Levy Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-169	County Council	<p>Recommending a payment in the amount of \$50,000.00 to Milestones Organization for support of the Parent Coaching Capacity Building Initiative for the period 1/1/2016 - 12/31/2016.</p> <p>Funding Source: 100% Health and Human Services Levy Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-170	County Council	<p>Recommending a payment in the amount of \$29,300.00 to support the Community Engagement Program for the period 1/1/2016 – 12/31/2016.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>
BC2016-171	Office of Procurement & Diversity	<p>Presenting voucher payments for the week of 2/29/2016</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

V. Other Business

- Rules of Procedure – 2nd reading (*attached*)

VI. Public comment

VII. Adjourn

Minutes

Cuyahoga County Board of Control
February 22, 2016 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I. CALL TO ORDER

The meeting was called to order at 11:10 a.m.

Attending:

Armond Budish, Chairperson
Councilman Dave Greenspan
Dennis Kennedy, Fiscal Officer
Stan Kosilesky (Alternate for Michael Dever)
Lenora Lockett, Director, Office of Procurement & Diversity
Trevor McAleer, County Council (Alternate for Dan Brady)
Councilman Dale Miller

II. REVIEW MINUTES – 2/16/16

Armond Budish motioned to approve the minutes from the February 16, 2016 meeting, as written; Trevor McAleer seconded the motion. The minutes were unanimously approved.

III. PUBLIC COMMENT

There was no public comment.

IV. CONTRACTS AND AWARDS

B. Tabled Items

BC2016-113 Department of Health and Human Services/Cuyahoga Job and Family Services
Submitting an amendment to Contract No. CE1400045-01 with Catholic Charities Corporation for the period 3/1/2014 - 2/29/2016 which provides sanction compliance programming and support services for Ohio Works First families losing cash assistance, to extend the time period to 6/30/2016 and for additional funds in the amount of \$161,500.00. Funding Source: 100% Federal Temporary Assistance to Needy Families Fund

David Merriman, Administrator of Job and Family Services, presented. He noted that JFS recently released an RFP consolidating the service under consideration with other related services that support Ohio Works First Families. It is hoped that the consolidated contract will result in efficiencies for the clients, and savings for the agency. Dale Miller asked for the term and estimated dollar amount of the future, consolidated service contract. Trevor McAleer asked if the consolidated contract would also be supported by TANF funds. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-113 was unanimously approved.

BC2016-114 Department of Health and Human Services/Cuyahoga Job and Family Services
Recommending an award on RQ36440 and enter into a contract with Northwoods Consulting

Partners, Inc. in the amount not-to-exceed \$37,485.42 for software licensing, maintenance and support on the Office of Child Support Services' Electronic Document Management System for the period 1/1/2016 - 12/31/2016. Funding Source: 100% Public Assistance Fund

David Merriman asked to hold the item.

B. New Items for review

BC2016-130 Department of Public Works Recommending an award on RQ34558 and enter into a contract with K2M Design, Inc. in the amount not-to-exceed \$200,000.00 for general architectural engineering services for the period 2/22/2016 - 2/21/2019. Funding Source: General Fund

Stan Kosilesky presented. Dave Greenspan asked if the funds for the contract were pre-encumbered. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-130 was unanimously approved.

BC2016-131 Department of Public Works Recommending an award on RQ35837 and enter into a contract with Fluorescent Recycling, Inc. in the amount not-to-exceed \$18,000.00 for disposal and recycling of fluorescent lamps, ballasts and lead acid batteries from various County buildings for the period 3/1/2016 - 2/28/2019. Funding Source: 100% Internal Service Fund

Stan Kosilesky presented. Dave Greenspan asked why the County has to pay for recycling services. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-131 was unanimously approved.

BC2016-132 Department of Development Recommending awards on RQ31259 and enter into contracts with various providers for Environmental Assessment Services for the period 2/8/2016 - 8/6/2016: a) Partners Environmental Consulting, Inc. in the amount not-to-exceed \$35,025.00 for Phase I and II Brownfield Environmental Site Assessment services and Asbestos Survey activities at Firestone Auto Center Adaptive Re-Use, located at 21204 Emery Road, North Randall; ~~b) Pandey Environmental, LLC in the amount not to exceed \$35,000.00 for Phase II Brownfield Environmental site assessment services and Risk Assessment and Report for Voluntary Action Program Projects for the Fairmount Cleaners relocation site located at 13485 Cedar Road, University Heights; c) Hull & Associates, Inc. in the amount not to exceed \$3,500.00 for Phase I Brownfield Environmental Site Assessment services for property located at 5131 West 164th Street, Brookpark.~~ Funding Source: Brownfield Revolving Loan Funds

Part "b)" of the item was pulled from consideration by the Department. Jan Bayne, Department of Development, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-132 was unanimously approved.

BC2016-133 Department of Workforce Development Submitting a contract with Aluminum Line Products Company in the amount not-to-exceed \$9,095.00 for the On-the-Job Training Program for the period 12/9/2015 - 6/15/2016. Funding Source: 100% Workforce Innovation Opportunities Act Funds

Jay Bhattacharya, Workforce Development, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-133 was unanimously approved.

BC2016-134 Fiscal Office Recommending an award on RQ36270 and enter into an agreement with State of Ohio, Auditor of State in the amount not-to-exceed \$47,500.00 for the Comprehensive Annual Financial Report for Calendar Year 2015 for the period 1/1/2016 - 12/31/2016. Funding Source: General Fund

Kathy Goepfert, Fiscal Office, presented. Dave Greenspan asked when the CAFR would be completed. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2016-134 was unanimously approved.

BC2016-135 Department of Public Safety and Justice Services Submitting an amendment to Contract No. CE1500233 with West Publishing Corporation for CLEAR subscription services for use by the Northeast Ohio Regional Fusion Center for the period 1/1/2015 - 12/31/2015 to extend the time period to 12/31/2016 and for additional funds in the amount not-to-exceed \$8,500.00. Funding Source: 100% General Fund

Brandy Carney, Public Safety, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-135 was unanimously approved.

BC2016-136 Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood Submitting an amendment to Contract No. CE1500265 with Family Connections of Northeast Ohio for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for the period 9/1/2015 - 8/31/2016 to extend the time period to 8/31/2017, to change the scope of services, effective 11/1/2015 and for additional funds in the amount not-to-exceed \$290,911.00. Funding Source: 100% Fowler and Cleveland Foundations and the Eaton Corporation

Bob Staib, Office of Early Childhood, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-136 was unanimously approved. Councilman Dave Greenspan recused himself from voting on the item.

BC2016-137 Department of Health and Human Services/Cuyahoga Job and Family Services
Submitting an agreement with The Cleveland Clinic Foundation in the amount of \$280,000.00 for reimbursement of on-site staffing services (2 Eligibility Specialists) in connection with the County benefit application process for Medicaid, Disability Assistance, Spend Down and Food Assistance for the period 1/1/2016 - 12/31/2017. Funding Source: 100% Cleveland Clinic Foundation Funds

David Merriman, Administrator of Job and Family Services, presented. Dale Miller noted that the Administration had been exploring the implementation of a similar initiative at nursing homes. He asked the status of that initiative. Mr. Merriman responded that the funding structure for the initiative, as proposed by the Ohio HealthCare Association, was found to be in conflict with ORC regulations. Mr. Miller recommended that the County advocate for a change in State law to enable the program to move forward. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-137 was unanimously approved.

BC2016-138 Department of Health and Human Services/Division of Senior and Adult Services
Recommending an award on RQ35175 and enter into a contract with MCS Consulting Service, LLC in the amount not-to-exceed \$69,998.54 for consultant services for development and implementation of a 4-year strategic plan for the period 2/24/2016 - 11/23/2016. Funding Source: 100% Health and Human Services Levy Fund

Daurin Elliott, Division of Senior and Adult Services, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-138 was unanimously approved.

BC2016-139 Department of Information Technology a) Submitting an RFP exemption on RQ36718, which will result in an award recommendation to Plante & Moran, LLC in the amount not-to-exceed \$153,390.00 for consultant services for the Enterprise Resource Planning Project for the period 2/22/2016 - 2/21/2021; and b) Recommending an award on RQ36718 and enter into a contract with Plante & Moran, LLC in the amount not-to-exceed \$153,390.00 for consultant services for the Enterprise Resource Planning Project for the period 2/22/2016 - 2/21/2021. Funding Source: Capital ERP Project Fund

Emily McNeely, Law Department, presented. Dave Greenspan asked for the rationale behind need for an exemption. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-139 was unanimously approved.

C. Exemption Requests

BC2016-140 Department of Public Works Recommending an alternative procurement process, which will result in award recommendations to Factory Authorized Dealers in the amount not-to-exceed \$450,00.00 for vehicle and equipment repairs, parts and services for the period 3/24/2016 - 3/23/2018. Funding sources: Road & Bridge Fund; Sanitary Sewer Fund; Airport Operation Fund; Internal Service Fund

Mike Chambers, Department of Public Works, presented. Dale Miller asked how the department knows it is getting the best price with the proposed procurement method. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2016-140 was unanimously approved.

D. Consent Agenda

There were no questions on the Consent Agenda items. Armond Budish motioned to approve the items; Dale Miller seconded. Items BC2016-141 -145 were unanimously approved.

BC2016-141 Department of Public Works Submitting various agreements of cooperation with Village of Oakwood: a) For the resurfacing of Alexander Road from Oakleaf Road to the Oakwood West Corporation line; b) For the resurfacing of Pettibone Road from Broadway Avenue to Richmond Road. Funding Source: 100% County Road and Bridge Funds

Item BC2016-141 was unanimously approved.

BC2016-142 Department of Information Technology Recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00. Funding Source: Revenue Generating

Item BC2016-142 was unanimously approved.

BC2016-143 Office of Procurement & Diversity Recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via

internet auction, in accordance with Ohio Revised Code Section 307.12(E). Funding Source: Revenue Generating

Item BC2016-143 was unanimously approved.

BC2016-144 Department of Health and Human Services/Division of Senior and Adult Services
Submitting an amendment to Contract No. CE1500214-01 with Benjamin Rose Institute on Aging for evaluation services for the Adult Protective Services Emergency Intervention Team Project in connection with the FY2015 Ohio Department of Jobs and Family Services Innovation Grant Program for the period 4/1/2015 - 12/31/2015, to extend the time period to 5/31/2016; no additional funds required. Funding Source: Original Contract- Ohio Department of Jobs and Family Services Innovation Grant Funds

Item BC2016-144 was unanimously approved.

BC2016-145 Office of Procurement & Diversity Presenting voucher payments for the week of 2/22/2016

Item BC2016-145 was unanimously approved.

V. Other Business

BC2016-146 Mike Chambers presented a time-sensitive/mission-critical purchase from the Department of Public Works – RQ36739; vendor – North American Switchgear, Inc.; repair of a circuit breaker system at the Justice Center; \$1,291.00. There were no questions on the item. Armond Budish motioned to amend the agenda to consider the item; Dale Miller seconded the motion. The motion was unanimously approved. Armond Budish motioned to approve the item; Dale Miller seconded the motion. The item was unanimously approved. Armond Budish motioned to restore the agency's time-sensitive/mission-critical budget to \$25,000; Dale Miller seconded the motion. The motion was unanimously approved.

- Draft Rules of Procedure
Lenora Lockett recommended elimination of section IV(A)2(a)(ii) of the Rules, as it does not reflect current practice and is not necessary. This section requires OPD to concur on the time-sensitive, mission-critical nature of such a purchase and validity of 3 quotes obtained by the Department. There were no further questions or changes on the Rules. The Board agreed that today's consideration qualified as a 1st reading, and recommending placing the Rules on the next meeting agenda for 2nd reading and approval.

VI. Public comment

There was no further public comment.

VII. Adjourn

Armond Budish motioned to adjourn; Dennis Kennedy seconded. The motion to adjourn was unanimously approved at 11:44 a.m.

IV. – B. New Items for Review

BC2016-147

A. Scope of Work

1. Department of Development, requesting approval of awards to various municipalities in the total amount of \$159,052 for various Storefront Renovation grant projects for the FY2016.

The anticipated start-completion dates are April 1, 2016 - December 31, 2016.

2. Storefront renovation is an eligible CDBG activity. The reservation of these funds for such purpose is contained in each year's application to the U.S. Department of HUD.

Therefore, only Cuyahoga Urban County communities are eligible to apply for and receive funds.

B. Procurement.

1. The procurement method was informal RFP.

The total value of the informal RFP was \$300,000.

Communities can be awarded a grant in an amount not to exceed \$50,000. All Urban County communities were informed of the Competitive Storefront Renovation Grant program, the scoring criteria and the timeline. Each was invited to submit an application for consideration and scoring.

2. A review committee makes the funding recommendations.

C. Contractor and Project Information

1. City of Berea - \$9,052

City of Fairview Park - \$50,000

City of Shaker Heights - \$50,000

City of South Euclid - \$50,000

D. Project Status and Planning

1. The Storefront Renovation Grant process will occur on an annual or semi-annual basis in accordance with funding availability.

E. Funding

1. The awards are funded 100% with federal Community Development Block Grant funds.

2. Payments are made on a reimbursement basis.

BC2016-148

A. Scope of Work Summary

1. Office of Procurement & Diversity recommending an award on RQ36064 to Graybar Electric Company Inc. in the amount of \$32,946.71 for the purchase of one (1) Static Transfer Switch for the Department of Public Works.

2. The primary goal is to contract with a quality vendor to furnish the switch in accordance to the detailed specifications and at the best possible price.

3. This device will make sure power is on at all times for the communication system at the Juvenile Justice Center.

B. Procurement

1. The total value of the RFB is \$35,000.00.

2. The SBE goal is 0%.

3. Seventeen (17) bids were issued and one (1) bid returned. Award is being recommended to the

lowest and best bid (only bidder).

C. Contractor and Project Information

1. The address of the vendor is:

Graybar Electric Company, Inc.

6161 Halle Drive

Valley View, OH 44125

2. The Principal Owner for the vendor is Kathleen Mazzarella, CEO, (216)573-6100.

D. Project Status and Planning

1. This is a replacement switch.

E. Funding

1. The project is funded 100% by the Internal Service Fund-Space Maint, Index CT577395.

2. "The funding for this purchase is included as a specific planned budget item with OBM (Project #40121)."

BC2016-149

A. Scope of Work Summary

1. Office of Procurement & Diversity recommending an Award to N-Vision Optics, LLC on RQ35973 in the amount of \$72,228.00 for the purchase of 26 Night Vision Monoculars, (N-Vision Optics GT-14), including head/helmet mount, case and misc accessories, and in accordance to detail specifications for the Department of Public Safety & Justice Services.

2. The primary goals of the project was to purchase 23-Night Vision Monoculars, (N-Vision Optics GT-14), including head/helmet mount, case and miscellaneous accessories in accordance to the detailed specifications and at the best possible price. Due to pricing Public Safety & Justice Services is able to purchase 3 additional Night Vision Monocular including accessories.

B. Procurement

1. The procurement method for this purchase was a formal competitive bid. The estimated dollar amount of the RFB was \$74,000.20.

2. The bid closed on December 31, 2015.

3. Twelve (12) bids were pulled from OPD and four (4) bids were submitted with N-Vision Optics, LLC being the lowest and best and is being recommended for the award.

4. The SBE goal is 0%

C. Contractor and Project Information

1a. N-Vision Optics, LLC

220 Reservice Street, Suite 26

Needham, MA 02494

1b. Maxim Rivkin, President

(781) 505-8360

D. Project Status and Planning

1. This purchase is time sensitive and all products shall be delivered by 2/29/2016.

2. This project was approved by Cuyahoga County Emergency Services Advisory Board Committee and

Ohio Emergency Management Agency Committee.

3. The Department of Public Safety & Justice Services is making this purchase on behalf of Eastside and Westside Tactical LE (SWAT) teams.
4. The equipment is needed to provide night vision capability.
5. A Performance Bond is not required.

E. Funding

1. This project is funded 100% by FY14 Urban Area Security Initiative Grant - JA741645.
2. The schedule of payment is by Invoice/Purchase Order upon delivery and acceptance of the merchandise by the County under the terms of the purchase order.

BC2016-150

A. Scope of Work Summary

1. Common Pleas Court Corrections Planning Board requesting approval of a contract, with Case Western Reserve University for the anticipated cost not-to-exceed \$195,000.00. The anticipated start-completion dates are September 30, 2015 - September 29, 2018
2. The primary goals of the project are (list 2 to 3 goals).
 - Measure achievement of program goals and gauge program effectiveness
 - Court operation analyses that include the creation of electronic databases for tracking court operations and client related service delivery data
 - Monitors a client's connection to other area agencies (drug treatment, courts, jails, prisons, and parole boards)
3. Not Applicable.

B. Procurement

1. The procurement method for this project was other than full and open justification request. The total value of the contract is \$195,000.00
2. Not applicable
3. The proposed contract, received an RFP exemption on (list date). The approval letter is attached for review.

C. Contractor and Project Information

1. The address of the contractor is (provide the full address in the following format):
Case Western Reserve University
10900 Euclid Avenue
Nord 6th Floor
Cleveland, Ohio 44106
Council District 07
2. The Asst. Vice President for Research, for the contractor is Diane Domanovics
3. Not applicable

D. Project Status and Planning

1. The project is new to the County.
2. Not Applicable
3. Not Applicable
4. The project's term has already begun. The reason there was a delay in this request, there was a delay in receiving all necessary documents from the vendor. We do not foresee this type of delay in the future. We are committed to ensuring all contracts are processed in a timely manner.

5. *Not Applicable*

E. Funding

1. The project is funded 100% by Substance Abuse and Mental Health Services Administration (SAMHSA) grant funds.
2. The schedule of payments is monthly, by invoice.
3. Not Applicable

BC2016-151

A. Scope of Work Summary: *RQ35984*

1. Medical Examiner's Office requesting approval a Contract with Advantra Group, Inc. for the contract period of 1/01/2016 - 12/31/2018. The anticipated cost not-to-exceed \$239,175.00 for Biomedical Waste Removal Service.
2. The primary goal of the project is for the removal of biomedical waste for various County Agencies: The Medical Examiner's Office, Common Plea/Adult Probation, Sheriff's Department, Juvenile Court/Detention Center, PublicWorks/Animal Shelter.
3. The cost of \$248,825.00 will funded by the Medical Examiner's General Fund, CR180026/0265; Common Pleas General Fund CO507228/0265; Juvenile Court General Fund JC370056/0265; Sheriff's Department General Fund SH350504/0265; and Public Works/Animal Shelter General Fund DK050005/0265

B. Procurement:

1. The procurement method for this project was an RFP Exemption. The not-to-exceed amount is \$248,825.00 for this three year period.

C. Contractor and Project Information:

1. Advantra Group Inc.
PO Box 467021
Atlanta, GA 31146
2. Owned by: Jamie Reid, President

D. Project Status and Planning:

1. The project is ongoing, with weekly or bi-weekly service provided to the five named agencies. 2. The contract needs a signature in ink by 2/29/16 or sooner to ensure continued service.

E. Funding:

1. The project is funded by: 69% from of the Medical Examiner's Office General Fund CR180026; 16% from the Common Pleas/Adult Probation General Fund CO507228; 4% from the Juvenile Court General Fund JC370056; 10.5% from the Sheriff's General Fund SH350504 and 0.5% from Public Works/Animal Shelter DK050005.
2. The schedule of payment is upon monthly invoice.

BC2016-152

A. Scope of Work Summary

1. Department of Health and Human Services/Office of Re-entry requesting approval of an amendment to Contract No. CE1300249 with YMCA of Greater Cleveland for transitional housing and case management services for the Open Door Housing Program for the for the period 3/1/2013 - 2/29/2016 to extend the time period to 12/31/2016, to change the scope of services, effective 1/11/2016 and for additional funds in the amount not-to-exceed \$250,000.00.
2. The primary goals of the project are to:
 - a) reduce recidivism
 - b) provide transitional housing for male ex-offenders
 - c) assist clients to be able to live independently.

B. Procurement

1. The procurement method for this project initially was RFP. The total value of the RFP was \$750,000.00. The amendment will add an additional value of \$250,000.00, bring the total value of the amended contract to \$1,000,000.00.
2. The (above procurement method) was closed on (date). (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).
3. [*Option 3*] The proposed contract amendment received an RFP exemption on 2/17/2016. The approval letter is attached for review.

C. Contractor and Project Information

1. The address of all vendors and/or contractors is:
YMCA of Greater Cleveland
2200 Prospect Ave. Ste. 900
Cleveland, OH 44115
Council District (7)
2. The executive director for the contractor/vendor is Glenn Haley
- 3.a The address or location of the project is:
6001 Woodland Ave.
Cleveland, OH 44101
- 3.b. The project is located in Council District (7)

D. Project Status and Planning

1. The project is an extension of the existing project.
2. [*When applicable*] The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion).
3. [*When applicable*] The project is on a critical action path because the contract is due to expire on 2/29/2016 and a delay may require a suspension of services.

E. Funding

1. The project is funded 100% by the Health and Human Services levy.
2. The schedule of payments is monthly, by invoice.
3. The project is an amendment to a contract. This amendment changes the value, term, and scope and is the first amendment of the contract.

BC2016-153

A. Scope of Work Summary

1. The Office of Early Childhood requesting approval of a contract amendment with Starting Point for the anticipated current contract year cost of \$41,857.00, not-to-exceed \$1,897,840.00. The anticipated start-completion dates are August 1, 2015 – July 31, 2018. This is a one time addition of \$41,857.00 to this contract.

2. The primary goals of the project are for Starting Point to provide the following essential services for the UPK program: 1) Management of the Universal Pre-Kindergarten (UPK) Management Information system (MIS); 2) UPK Safety Net Scholarship program; 3) implementation of the UPK family engagement, 4) resource coordination, and 5) program enhancement components to support the provision of high-quality Universal Pre-Kindergarten (UPK) programming in UPK sites.

B. Procurement

1. The procurement method for this project was RFP exemption. The total value of the RFP exemption is \$1,855,983.00.

2. The proposed contract received an RFP exemption on 07/27/15. The approval letter is attached for review.

C. Contractor and Project Information

1. The address of the vendor and/or contractor is:

Starting Point

4600 Euclid Avenue, Suite 500

Cleveland, OH 44103

Council District 7

2. The Executive Director for the contractor/vendor is Billie Osborne-Fears.

D. Project Status and Planning

1. The project reoccurs annually.

2. The project's term has already begun or ended. The reason there was a delay in this request is to determine amount of additional funds needed to cover contract deliverables.

E. Funding

1. The project is funded 100% by the Health and Human Services levy.

2. The schedule of payments is monthly by invoice.

3. The project is an amendment to a contract. This amendment changes the value of the current program year and is the first amendment of the contract.

BC2016-154

A. Scope of Work Summary

1. Office of Early Childhood/Invest in Children requesting approval of a contract amendment with The Cleveland Music School Settlement for the anticipated cost not-to-exceed \$275,500.00. The anticipated start-completion dates are 08/01/2015- 07/31/2018.

2. The primary goals of the project are to provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$3,500,000.00.

2. The RFP was closed on 03/02/2015.

3. There were 27 proposals pulled from OPD, 27 proposals submitted for review, 20 proposals approved.

C. Contractor and Project Information

1. The address of the vendor is:

The Cleveland Music School Settlement
11125 Magnolia Dr.
Cleveland, OH 44106
Council District 7

2. The Interim Co-President, who is authorized to sign on behalf of the vendor (see signature authority), for the vendor is Natasha Simmons.

3.a The address or location of the project is:

The Cleveland Music School Settlement
11125 Magnolia Dr.
Cleveland, OH 44106

3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project reoccurs every three years.

2. The project's term has already begun. Dollars are being added to the contract to provide continuous program services and to meet projected expenses.

E. Funding

1. The project is funded 100% by Health and Human Services Levy funds.

2. The schedule of payments is monthly.

3. The project is an amendment to a contract. This amendment increases the value of the contract and is the first amendment of the contract. There is no history of amendments.

Title: Office of Early Childhood/Invest in Children 2015 Sandy's Darlin' Munchkins Family Child Care Home and Universal Pre-Kindergarten Amendment I UPK Services RQ#33034

A. Scope of Work Summary

1. Office of Early Childhood/Invest in Children requesting approval of a contract amendment with Sandy's Darlin' Munchkins Family Child Care Home and Universal Pre-Kindergarten for the anticipated cost not-to-exceed \$99,432.00. The anticipated start-completion dates are 08/01/2015- 07/31/2018. This is a one-time addition of \$6,285.00.

2. The primary goals of the project are to provide an early care and education experience of a quality that will ensure that children 3 through 5 years of age are adequately prepared for kindergarten.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$3,500,000.00.

2. The RFP was closed on 03/02/2015.

3. There were 27 proposals pulled from OPD, 27 proposals submitted for review, 20 proposals approved.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Sandy's Darlin' Munchkins Family Child Care Home and Universal Pre-Kindergarten
1063 Roanoke Rd.
Cleveland Hts., OH 44121
Council District 10

2. The owner for the contractor/vendor is Cassandra R. Thompson

3.a The address or location of the project is:

Sandy's Darlin' Munchkins Family Child Care Home and Universal Pre-Kindergarten
1063 Roanoke Rd.

Cleveland Hts., OH 44121

3.b. The project is located in Council District 10

D. Project Status and Planning

1. The project reoccurs every three years.
2. The project's term has already begun. Dollars are being added to the contract to provide continuous program services and to meet projected expenses.

E. Funding

1. The project is funded 100% by Health and Human Services Levy funds.
2. The schedule of payments is monthly.
3. The project is an amendment to a contract. This amendment increases the value of the contract and is the first amendment of the contract. There is no history of amendments.

BC2016-155

A. Scope of Work Summary

1. Office of Early Childhood/Invest In Children is requesting approval to submit a Memorandum of Understanding to accept and expend the anticipated amount of \$39,044.00. The anticipated start-completion dates are (1/01/2016- 6/30/2016).
2. The primary goals of the project are: Improve school-readiness levels among SPARK children entering kindergarten in targeted communities Increase SPARK participant scores on the 3rd grade Ohio Achievement Tests (OAT) in reading and math Improve school attendance rates.

B. Procurement

1. The procurement method for this project was: Memorandum of Understanding (MOU). The total value of the MOU is (\$39,044.00). Cuyahoga County did not apply for these funds. The County was selected to receive them because of our successful SPARK Program.
- 2.N/A

C. Contractor and Project Information

1. The address(es) of all vendors is:
The Early Childhood Resource Center
1718 Cleveland Ave., NW
Canton, OH 44703
Council District: N/A
2. The Executive Director is: Scott Hasselman
- 3.a The project occurs County wide.
- 3.b. The project administration is located in Council District: 6

D. Project Status and Planning

1. The project reoccurs annually

E. Funding

1. The project is funded 100% by State Dollars.
2. The schedule of payments is by Memorandum of Understanding

BC2016-156

A. Scope of Work Summary

1. Senior & Adult Services is requesting approval of a contract agreement with the City of Strongsville in the amount of \$100,000.00. The start-completion dates are 01/01/2016 -12/31/2016.
2. The primary goal of this contract is to deliver Adult Development, Congregate Meals and Transportation Services to clients participating in the Community Social Services Program (CSSP) in accordance with the specifications and program conditions of participation found in the contract.
3. The Community Social Services Program is a non-mandated service offered to Cuyahoga County residents age 60 and older and/or disabled adults age 18-59.

B. Procurement

1. The City of Strongsville is a political subdivision located within Cuyahoga count. Justification: OTFOC - approved 12/16/16.
2. n/a
3. n/a

C. Contractor and Project Information

1. The vendor address is:
City of Strongsville
16099 Foltz Parkway
Strongsville, OH 44149
Council District - 5
2. The (owners, executive director [specify]) for the vendor is: Bryan Bogre, Director of Parks, Recreation & Senior Services
3. b. The Community Social Services Program services are delivered throughout the County and in all Council Districts.

D. Project Status and Planning

1. The awarding of the City of Strongsville Community Social Services Program contract is for 1 year.
2. n/a
3. The awarding of Community Social Services Program contracts is on a critical action path because contracts needed to be in place by 1/1/2016.
4. It is anticipated that these contracts move without delay so seniors can start to receive the much needed services.

E. Funding

1. Cuyahoga County Health & Human Services levy 100%.
2. The schedule of payments is monthly and is based on an itemized invoice from the vendor detailing the actual clients and units of service delivered for the prior month.

BC2016-157

1. The Division of Senior and Adult Services is requesting approval of a Medical Billing / Coding Consulting services with Upp Technology, Inc. for the anticipated cost not-to-exceed \$75,000.00 for the period ~~02/15/2016 - 12/31/2016~~. **2/15/2016 - 2/14/2017**.

2. The primary goal of the Medical Billing / Coding Consulting services is to provide cost effective and

efficient consulting services that will result in the vendor delivering technical assistance and support both during and a following the development and implementation of revenue collection and reconciliation processes and procedures for maximum revenue recovery from Medicaid, Medicare and other third-party payers for the Division of Senior and Adult Services.

3. n/a

B. Procurement

1. The Division of Senior and Adult Services is requesting the award on RFP 35030.
2. The RFP closed on 11/20/2015.

C. Contractor and Project Information

1. Upp Technology, Inc.
One Tower Lane, Suite 1910
Oakbrook Terrace, IL 60101
2. Debra Upp, Owner
3. Awarded service will be delivered at 13815 Kinsman Rd., Cleveland, Ohio 44120

D. Project Status and Planning

1. The project is new to the County.
2. The contract will have 5 stages.
3. Not applicable.
4. Not applicable.
5. Not applicable.

E. Funding

1. The project is funded 100% by the Health & Human Services levy.
2. The schedule of payments to vendor is by invoice rendered by stage (said invoice shall describe, on a line item basis, the amount of time, subtotaled by position, for the given month per stage completed and accepted during the invoice period).
3. Not applicable.

C. EXEMPTIONS

[Item details for BC2016-158 - BC2016-162 in Section C., above]

D. CONSENT AGENDA

BC2016-163

Department of Public Works is recommending approval of reimbursement for feasibility studies, consultant fees and professional fees in regards to preparing for future major capital repairs for the Gateway Complex in the amount of \$100,000 to the Gateway Economic Development Corporation of Greater Cleveland. for Fiscal Year 2016.

BC2016-164

Recommending a payment to Greater Cleveland Film Commission in the amount of \$210,000.00 for operational expenses to for 01/01/2016 - 12/31/2016.

This funding will provide financial support to the organization to capitalize on opportunities and derive economic benefits from the media production industry.

BC2016-165

Recommending a payment to Greater Cleveland Sports Commission in the amount of \$200,000.00 for Operational expenses for the year 2016.

This funding will provide financial support to the organization to capitalize on opportunities and derive economic benefits from producing and attracting sporting events.

BC2016-166

Recommending a payment to Downtown Cleveland Alliance as a contribution in the amount of \$100,000 for support of 2015 - 2016 clean and safe, marketing and economic development initiatives for the period 01/01/2015-12/31/2016.

The contribution supports the 2015 - 2016 clean and safe, marketing and economic development initiatives. The requested contribution will help create investments in Cleveland's core downtown business, entertainment and residential neighborhood fueling property values, jobs, housing, tourism, shopping, dining and other economic activity that will benefit all of Greater Cleveland.

Principal Owner(s): Joseph Marinucci, President & CEO

BC2016-167

Department of Information Technology, recommending to declare excess County computers and IT Equipment as surplus County-owned property, no longer needed for public use; requesting authority to sell surplus property in accordance with EA02012-0001.

Sale of property to:

RET3 Job Corp.
1814 E. 40th Street
Cleveland, Ohio 44103
Ken Kovatch - Director

BC2016-168

A. Scope of Work Summary

1. Senior and Adult Service requesting approval of a contract with – The Centers for Families and Children for \$625.00. The anticipated start-completion dates are 6/22/16- 6/22/16.
2. The primary goal of the project is to commemorate Elder Abuse Awareness Month in June by hosting a community forum that brings awareness of elder abuse to a target audience of social workers, nurses and other professionals.
3. The project is not mandated.

B. Procurement

1. The procurement method for this project was based upon last year contract agreement.
2. Not applicable
3. Three centrally located venues were contacted.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

The Centers for Families and Children
4500 Euclid Avenue
Cleveland OH 44103
Council District 7

2. The CEO for the contractor/vendor is Elizabeth Newman.

3.a This is a county-wide initiative.

3.b. This forum is open to residents of all Council Districts.

D. Project Status and Planning

1. This forum is reoccurs annually.

2. Not applicable.

3. Timely is needed to allow for sufficient advertising of the event.

E. Funding

1. The project is funded 100% by the Health and Human Services levy.

2. The schedule of payments is by one-time invoice.

BC2016-169

This core organizational program helps families with a child on the autism spectrum learn how to advocate on behalf of their child, access vital services, and prioritize their child's short- and long-term needs.

Funding for this payment was provided in the County's Health and Human Services Administration Budget and is 100% Funded by the Health and Human Services Levy.

Milestones Organization is a 501 C 3 Non Profit Organization

Milestones Organization is located at 23880 Commerce Park, Suite 2, Beachwood, OH 44122. Cuyahoga County District 11.

BC2016-170

Recommending a payment of \$29,300.00 for operational expenses related to the Community Engagement Program for the year 2016.

This funding will provide partial financial support to strengthen the relationship between Law Enforcement and the wider Community.

Funding is 100% General Fund.

BC2016-171 PURCHASE ORDER APPROVALS FOR THE WEEK OF 2/29/2016

Department/Location Key:

AE	Statutory Expenses	HRCOM	Personnel Review Commission
AU	Fiscal Office	HS	Health & Human Services
BE	Board of Elections	IA	Internal Auditor
BR	Board of Revision	IG	Inspector General
CA	Court of Appeals	IS	Information Technology
CC-002	Human Resources	JA	Public Safety and Justice Services
CC-010	County Administration	JC	Juvenile Court
CC03	Office of Budget and Management	LA	Law Department
CCE	Executive Office	LLOO1	Law library
CE	Public Works - Engineer	MI	HIV/AIDS Services
CF	Children & Family Services	MR	Board Developmental Disabilities
CL	Clerk of Courts	OPD	Procurement and Diversity
CO	Common Pleas	PC	Probate Court
COUN	County Council	PR	County Prosecutor
CP	County Planning Commission	SA	Senior & Adult Services
CR	Medical Examiner	SE	Support Enforcement Agency
CT	Public Works	SH	Sheriff
DC	Communications	SM	Solid Waste District
DR	Domestic Relations	ST	Public Works - Sanitary
DRC	Regional Collaboration	TR	Treasurer
DS	Sustainability	VS	Veterans Service Commission
DV	Development	WI	Workforce Development
EC	Early Childhood	WT	Jobs & Family Services

Direct Open Market Purchases (Purchases between \$500 - \$25,000 unless requiring assistance from Procurement & Diversity Dept - see below)

Requisition #	Requisition Date	Description	Vendor Name	Total
AU-16-36665	2/9/2016	Two Standard HP Computers for Auto Title	Hewlett Packard, Inc.	\$1,796.16
AU-16-36621	2/2/2016	DELL CTO IDRAC6 Enterprise SW LIC	CDW Government, LLC	\$1,890.00
CE-16-36693	2/16/2016	Legal Notice Estimate: Resurfacing W. 130th St.	The Plain Dealer	\$1,200.00

CE-16-36702	2/17/2016	Legal Notice Estimate: Resurfacing Group 2	The Plain Dealer	\$1,200.00
CT-16-36500	1/22/2016	VARIOUS/HVAC SUPPLIES 1 YEAR	CLEVELAND HERMETIC & SUPPLY	\$24,500.00
CT-16-36677	2/12/2016	Print Shop (JFS) - Record Jackets	Walker Group, LLC.	\$999.00
CT-16-36696	2/17/2016	Print Shop - Brochure Paper	Millcraft Paper Company	\$892.50
CT-16-36705	2/17/2016	Print Shop (JFS) - Return Address Envelopes - First Class Mail	Western States Envelope and Label	\$902.75
CT-16-36720	2/19/2016	County Council - Resolution Folders	United Finishing & Die Cutting Inc.	\$995.00
SH-16-36690	2/16/2016	(2016) Shrink Wrap	Astro Supply	\$1,554.00
SH-16-36687	2/16/2016	(2016) Black Canliners	Unipak Corp.	\$2,820.00
SH-16-36686	2/16/2016	(2016) Kitchen Cleaning Products	Joshen Paper	\$2,100.00
Items already purchased:				
CE-16-36674	2/11/2016	Bridge Garage Road Salt	CARGILL, INC.	\$3,506.30
CF-16-36714	2/18/2016	PASSS - Non Reoccurring - RFP Exemption BC2015-347	N. David Roberts, Jr. Attorney	\$2,000.00
CF-16-36694	2/17/2016	PASSS - Residential Treatment	Oxbow Academy	\$2,118.89
CF-16-36685	2/16/2016	PASSS - Non reoccurring Attorney Fees- Adoption	Linehan & Assoc., L.P.A.	\$940.50

**BOARD OF CONTROL
RULES OF PROCEDURE**

I. Authority

- A. Section [205.01\(A\)\(2\)](#) of the Cuyahoga County Code establishes the Board of Control (the “Board”) as the County’s contracting approval authority with jurisdiction over certain transactions, as outlined in Sections 501.04(B); 501.08; 501.12(B)(14), (15), and (16); 501.12(D), and 205.01(L)(3) of the County Code, incorporated herein.

- B. Section [205.01\(L\)](#) of the Code mandates the Board of Control to adopt its own rules of procedure.

II. Membership and Duties of Officers

A. *Membership*

Section 205.01(A)(1) of the Cuyahoga County Code is incorporated herein.

B. *Officers*

Section 205.01(F) of the Cuyahoga County Code is incorporated herein.

C. *Quorum*

Section 205.01(J) of the Cuyahoga County Code is incorporated herein.

D. *Member Alternates and Vacancies*

Sections 205.01(D) and (E) of the Cuyahoga County Code are incorporated herein.

If both the Executive and the Fiscal Officer are absent from any Board meeting, their respective alternates shall chair that meeting. In the unlikely event that the County Executive, the Fiscal Officer and their respective alternates are absent from a meeting, the remaining Board of Control members shall choose by vote one of the members to chair that meeting.

The President of County Council shall appoint three (3) Council members to serve on the Board of Control. In the event of a permanent vacancy among the Council members

**BOARD OF CONTROL
RULES OF PROCEDURE**

on the Board of Control, the President of Council shall appoint another member of County Council to fill the vacant position. Council members shall serve a term that extends until the next Organizational Meeting of County Council.

The President of Council shall appoint three (3) or more persons to serve as a pool of alternates available to serve if any of the Council members are unavailable for a meeting. Alternates shall be members or employees of County Council and shall serve on the pool of alternates until their successors are designated. When a Council member serving on the Board of Control is unavailable for a meeting, the President of Council or the County Council Chief of Staff shall designate which alternate shall serve for that meeting.

E. *Clerk of the Board*

Section 205.01(H) of the Cuyahoga County Code is incorporated herein.

III. Meetings and Agenda

A. *Regular Meeting Time*

The Board of Control shall meet each week at 11:00 AM on Mondays in Committee Room B on the 4th floor of the County Administration Headquarters Building, 2079 E. Ninth Street, Cleveland, Ohio.

The Chairperson may choose to cancel a Board of Control meeting when the need arises. The Chairperson will notify the Clerk of the Board to post the cancellation on the County website and in the County Administration Headquarters Building. Cancellation shall be made, whenever possible, at least 24 hours prior to the meeting.

B. *Process for Special Meetings*

Section 205.01(O) of the Cuyahoga County Code is incorporated herein.

C. *Publication of Agenda*

Section 205.01(N) of the Cuyahoga County Code is incorporated herein.

**BOARD OF CONTROL
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D. Revised Agenda

Upon obtaining approval from the Chairperson, the Clerk of the Board may post a revised agenda no later than 11:00 AM on the business day prior to the meeting. Notice of the revised agenda shall be immediately posted on the County's website and sent by electronic mail to each member of the Board, to each member of the County Council, and to all news media organizations that request to be notified of such revisions.

E. Consent Agenda

1. Pursuant to Section 205.01(L)(4) of the County Code, the Board may use consent agendas to approve multiple items, that are considered routine in nature, with a single action. Board members may request that any item on the consent agenda be discussed or held from action.
2. Consent Agenda items may include, but are not limited to:
 - i. Disposal of County equipment
 - ii. 100% grant-funded contracts and purchases
 - iii. Change in funding source of an item following approval by the Board at a previous meeting

F. Process for Consideration of Items Not on Agenda

The Board of Control may, by 2/3 vote of members present, with a quorum being present, allow consideration of items not on the agenda.

IV. Submission Process

A. Processing Requirements for Board of Control Items

1. Items submitted for Board of Control approval shall be processed according to the procedures established by the County's Purchasing Policies. Processing requirements may be waived at the discretion of the County Executive.
2. Time-Sensitive, Mission-Critical Purchases
Per 205.01(L)(3) of the County Code, the Board of Control may approve or preapprove unforeseen time-sensitive, mission critical purchases and

BOARD OF CONTROL
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expenditures in an amount not-to-exceed \$25,000.00 per item, under the following conditions:

- a. During County Business Hours:
 - i. The County agency obtains three quotes for the proposed purchase. The quotes must be documented in written or electronic communication from the vendor. Email is acceptable.
 - ii. The purchase is made using the lowest and best quote after compliance with the requisite procedures.
 - iii. The purchase is brought before the Board of Control for a confirmation vote at its next regularly scheduled meeting.
- b. Outside of County business hours:
 - i. The County agency obtains three quotes for the proposed purchase. The quotes must be documented in written or electronic communication from the vendor. Email is acceptable.
 - ii. The Director or Administrator of the requesting County agency verifies in writing both the time-sensitive, mission-critical nature of the purchase and the validity of the three quotes, or inability to obtain the quotes. If the Director or Administrator is unavailable, verification may be provided by the appropriate member of the Executive's Cabinet. Email verification is acceptable.
 - iii. The purchase is made using the lowest and best quote.
 - iv. The purchase is brought before the Board of Control for consideration and approval at its next regularly-scheduled meeting.
- c. The Board of Control shall monitor the usage of time-sensitive/mission-critical purchases. The Board, in its sole discretion, may immediately and without prior notice, revoke or lower the dollar amount of any preapproved purchases of any County agency if it determines that such action is warranted for misuse.

B. *Deadline for Submissions*

The Clerk of the Board of Control may, in consultation with the Fiscal Officer, the Director of Public Works, and the Director of the Office of Procurement and Diversity, set a deadline for the submission of items for the agenda by County agencies for each meeting.

**BOARD OF CONTROL
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V. Order of Business

The order of business will include the following agenda items:

- I. Call to Order
- II. Review Minutes
- III. Public Comment (related to the agenda)
- IV. Contracts and Awards
 - A. Tabled Items
 - B. New Items for review
 - C. Exemption Requests
 - D. Consent Agenda
- V. Other Business
- VI. Public Comment (unrelated to the agenda)
- VII. Adjourn

VI. Parliamentary Procedure

The guide for procedural issues not covered in these Board of Control Rules shall be *Robert's Rules of Order, Newly Revised*.

A. Introduction of Business

All items requiring action will be presented and voted on by the Board of Control. Items requiring execution by the County Executive will be presented during the "Contracts and Awards" portion of the meeting.

1. Presentation of Item Detail

The presenter for each agenda item will have the opportunity to present and make a brief statement on the merits of the requested action. Immediately following the presentation, Board members may directly ask questions of the presenter.

2. Board Discussions

The Board members will discuss the item following the presentation of the item by the representative of the County agency that is seeking approval. The presenter and-

BOARD OF CONTROL
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at the discretion of the Chairperson - others in attendance at the Board meeting, may be included in the discussion. At the direction of the Chairperson, any item may be tabled for future consideration. An item may also be tabled by majority vote of Board of Control members present.

B. Voting

1. *Duty to Vote Except for Recusal*

Every Board member present shall vote on each matter before the Board, unless the member has recused him/herself. A member shall recuse him/herself from voting whenever the member has a personal or monetary interest in any matter under consideration, or when voting on the matter could for any reason constitute a violation of state or County ethics law.

2. *Voting Process*

The Chairperson will call the vote. The Chairperson will submit a motion or ask if there is a motion to approve the item. In order for the motion to be voted on, another member of the Board of Control must second the motion. The Chairperson or Clerk will ask for all members in favor of the motion to say "aye". The Chairperson will then ask for those opposed to the motion to say "no". The Chairperson will announce the outcome of the vote. At the Chairperson's discretion, the voting procedures covered in this section may be performed by the Clerk of the Board.

Per Section 205.01(K) of the County Code, except as provided in Section 501.04(A)(1)(h)[§] of the County Code, a motion to approve or disapprove any item before the Board of Control shall require the affirmative vote of any four (4) or more members. Amendments to items before the Board of Control and parliamentary motions may be adopted by a majority of those present, provided that a quorum is present.

3. *Reconsideration of items already acted upon*

[§] 501.04(A)(1)(h) –requires that any change order or amendment to a contract that is submitted to the Board of Control and does not receive the affirmative vote of one County Council member on the Board of Control, shall be moved for approval by County Council.

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Any Board of Control member may request to the Chairperson that the Board reconsider an item that has been acted upon during that meeting. Reconsidered items can be opened for discussion and voting. A motion to reconsider must be made by a member who voted on the prevailing side when the item was first voted on and must be made during the same Board meeting.

4. *Amendment/Change Order Voting Process*

- a. An amendment to a contract may be presented in a manner consistent with Section 501.02(D) of the County Code.
- b. Per Section 501.04(A)(1)(h), any change order or amendment to a contract that is submitted to the Board of Control for which the change order or amendment does not receive an affirmative vote of one County Council member on the Board of Control will be referred to the County Council for action.

VII. Open Meetings and Executive Session

Per Section 205.01(M) of the County Code, all meetings of the Board of Control shall be open to the public and shall begin by providing time for public comment on matters that are on the agenda for that meeting. The Board of Control shall also provide time for public comment, later in the meeting, on matters that may come before the Board of Control in the future. Individuals interested in making public comments regarding agenda items or other topics should register with the Clerk of the Board of Control before the beginning of the meeting. The Board may set a time limit on presentations which may be extended at the discretion of the Chairperson.

The Board of Control may go into Executive Session, in accordance with the procedures established in Section 205.01(Q) of the County Code

VIII. Records, Minutes & Reports

A. *Public Records Policy*

BOARD OF CONTROL
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The Board of Control shall be subject to all state laws and provisions of County Code concerning public records.

B. Keeping and Publication of Minutes

Per Section 205.01(P) of the County Code, the Clerk of the Board of Control shall promptly prepare and publish the minutes of each meeting of the Board of Control on the Board of Control website, which shall occur no later than one week after each meeting.

C. Journal of the Board of Control

Section 205.01(R) of the Cuyahoga County Code is incorporated herein.

IX. Decorum

A. Decorum Required

Visual demonstrations are prohibited. Posters, placards, banners or signs shall not be carried into any Board of Control meeting.

B. Respectful Presence

Any applause, outburst, or demonstration during any Board of Control meeting shall be permitted only when respectful toward all persons present, and may not disrupt the proceedings at the meeting.

C. Audio- and Video-Recording of meetings

No one may audio- or video-record any meeting of the Board of Control in a way that disrupts or interferes with the conduct of the meeting. Anyone who intends to record any meeting of the Board of Control is requested to verbally inform the Clerk prior to the meeting.

X. Amendment of Rules

The Board of Control may revise or amend these Rules by adoption of a motion with at least four (4) affirmative votes. Proposed substantive amendments shall be read, either in full or by title, at two (2) Board of Control meetings before being adopted.

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XI. Suspension of Rules

Any of these Rules may be suspended by vote of 2/3 of Board of Control Members present, provided that a quorum is present and no action is taken that is contrary to law or outside of the Board of Control's legal authority.